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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant-
Director of Training - (Overt)

DATE: 20 September 51

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FROM : [REDACTED]

SUBJECT: Weekly Report - 13 August-20 August 51

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1. On 14 September 51, at the request of Mr. [REDACTED] I gave a talk to, and conducted, a seminar with several new personnel recruiters of the Personnel Division. The topic was "Interviewing Procedures and Techniques Useful in CIA."

2. At this seminar on personnel interviewing techniques, I learned that CIA has many cases of "nervous breakdowns". If the problem is as serious as I was told (one case each week), then I think that we might want to plan a joint Personnel-Training Research Project to determine the characteristics of those persons who break down so they can be identified in advance for purposes of selection before employment, or therapy while employed.

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3. Dr. [REDACTED] and I have, for quite some time, discussed the desirability of testing professional trainee applicants before they are interviewed or employed, but facilities and personnel assistance for this testing program were not available. Mr. [REDACTED] has now taken charge of this program and is doing a splendid job. Only a few critical tests are given to the applicants but they are, nevertheless, of assistance in coming to a placement decision.

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4. Dr. [REDACTED] have been working on the [REDACTED] report. A preliminary but incomplete draft of the report is being typed.

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5. Miss [REDACTED] are being assisted by Mr. [REDACTED] (a third professional trainee) on the statistical project which has been described in previous reports. Mrs. [REDACTED] (on a part time basis) is conducting an item analysis of a test of logical reasoning.

6. Professional trainees in the present course are very much interested in discussing the results of their test scores with me so they can better plan their careers. This has been done with a few of them but, since too much time is not available for this sort of personal counseling at the present time, we plan during the next course to give the students test results and training evaluation information at a "board" meeting attended by Dr. [REDACTED] and me.

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